



Maricopa County Environmental Services Department
Environmental Health Division • Special Events Program
1001 N Central Ave, Suite 300
Phoenix, AZ 85004
Phone (602) 506-6978
Fax (602) 506-6862
E-mail: JREIGHARD@MAIL.MARICOPA.GOV

APPLICATION FOR USE OF CATERING PERMITS AT SPECIAL EVENTS

- PLEASE COMPLETE & RETURN THIS FORM AT LEAST **7 DAYS PRIOR** TO THE START OF THE EVENT TO AVOID HAVING TO PAY THE ON SITE TEMPORARY PERMIT FEE.
- ALL FOOD PREPARATION MUST BE DONE AT PERMITTED COMMISSARY, ONLY LIMITED GRILLING AND RE-HEATING WILL BE ALLOWED AT THE EVENT SITE.

General Information:

- 1) Name of Event:
- 2) Date of Event: Time of Event:
- 3) Location of Event: Facility Name Address
- 4) Event Coordinator: Name: Phone:
- 5) Business Name:
- 6) Person in charge:
- 7) Address: City: State: Zip:
- 8) Business Phone: Mobile Phone:
- 9) Fax: E-Mail:
- 10) Catering Permit Number and Expiration Date: SG Exp:

Menu Information:

- 11) List all menu items to be served:

- How many people will be served?

- 12) List the location, date, and time that food will be prepared:

- 13) List all Hot and cold holding equipment that will be used at the event:

- Will additional offsite refrigeration storage units be required due to the quantity of food? If so where will this be stored?

- 14) List how the food will be transported to the site, or vehicle company vehicles are leased from? Where are the vehicles stored between events? (No passenger cars allowed)

- 15) List type of hand wash facilities that will be used at the event and who is providing them:

16) List how leftovers will be handled at the end of the event:

17) Describe booth construction to be used. List material(s) that will be used for sidewalls and overhead protection. What type of floor or ground surface will be present?

I certify that the above information is correct and hereby consent to an inspection by the Maricopa County Environmental Services Department. In addition, I acknowledge that approval to operate is contingent upon satisfactory compliance with the fore mentioned inspection.

Form Completed by: _____
Signature Title Date

Questions?

Please call Jessica Reighard, Special Events Program Coordinator at (602) 506-6978